



# CITY OF HOUSTON

## Job Posting

	AP
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> ACCOUNT CLERK
3	<b>Posting Number</b> PN# 110511
4	<b>Department</b> Public Works & Engineering Department
5	<b>Division</b> Public Utilities Division
6	<b>Section</b> Operations Support Branch
7	<b>Reporting Location</b> 611 Walker*
8	<b>Workdays &amp; Hours</b> M - F, 8:00 a.m. - 5:00 p.m.*
	*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Reviews, processes and compiles various accounting transactions, i.e., payment vouchers, petty cash, requisitions, purchase orders, etc. Receives and distributes departmental mail. Assist with general accounting or other clerical responsibilities as assigned. Maintains various accounting files and file assets in preparation of reports. Verifies information. Posts journal entries. Checks the matching of payments to accounts receivables and invoice and purchase order items. Summarizes and prepares internal financial reports e.g., petty cash, accounts receivable/payable payroll.
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of high school diploma or a GED.
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Six months of clerical accounting experience are required.
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<b><u>PREFERENCES</u></b> None
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None However, the Department may administer a skill assessment evaluation.
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment Drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  <div><b>Salary Range - Pay Grade 10</b> \$ 723 - \$ 1,004 Biweekly      \$18,798 - \$26,104 Annually</div>
18	<b><u>OPENING DATE</u></b> May 17, 2006
19	<b><u>CLOSING DATE</u></b> May 31, 2006
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>
	An equal opportunity employer